



CHICAGO DEPARTMENT OF Business Affairs and Consumer Protection
SPECIAL EVENT PERMIT APPLICATION

POP-UP RETAIL USER APPLICATION

PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

THIS FORM MUST BE SUBMITTED 10 CALENDAR DAYS PRIOR TO THE EVENT

FEE: \$ 25.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.

An Pop-Up Retail License is issued to any organizer of a short-term trade show, exhibition, event etc. taking place in the City of Chicago where there will be vendors selling merchandise or providing services.

ALDERMAN _____ WARD _____

EVENT INFORMATION

Name of Event _____

Address of Event _____

Event Start Date _____

Event End Date _____

SPONSORING ORGANIZATION/BUSINESS

Sponsoring Organization/Business Name _____

Address, City, State & Zip Code _____

Department of Business Affairs & Consumer Protection

Contact Name _____

Account Number _____

Phone Number _____

If you do not know your account number, please phone (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number you will need to complete the Business Information Sheet on pages 26 & 27 or visit www.cityofchicago.org/businessaffairs

Total # of Vendors _____

Phone Number _____

List of Vendors*:

| Name of Vendor(s) | Address | Item to be Sold | Ill. Bus. Tax Number* |
|-------------------|---------|-----------------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

*Only vendors who are selling (not just displaying) items needs to be included. You may attach a printout of a list of the vendors if it is more convenient.
 **If the vendor does not currently have an Illinois Business Tax (IBT) Number they should contact the [Illinois Department of Revenue](http://www.cityofchicago.org/revenue) at (217) 785-3707 to apply.

I hereby swear that all the information I have stated above is true.

Print Name _____ Date _____

Organizer/Owner/Officer Signature _____